

State of Hawaii
Department of Health
Family Health Services Division
Maternal and Child Health Branch
Parenting Support Program

Addendum 2

February 3, 2015

To

Request for Proposals

HTH-560-CF-007

**Parent Education and Support through
Community Based Parenting Groups**

Issued: 1/12/15

February 3, 2015

ADDENDUM NO. 2

To

REQUEST FOR PROPOSALS

**Parent Education and Support through
Community Based Parenting Education Groups
HTH-560-CF-007**

The Department of Health, Family Health Services Division, Maternal and Child Health Branch, Parenting Support Program is issuing this addendum to Parent Education and Support through Community Based Parenting Education Groups HTH-560-CF-007 for the purpose of:

- ☒ Responding to questions that arose at the orientation meeting of January 21, 2015, and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- ☐ Amending the RFP.
- ☐ Final Revised Proposals

The proposal submittal deadline:

- ☐ is amended to <new date>.
- ☒ is not amended.
- ☐ for Final Revised Proposals is <date>.

Attached is (are):

- ☒ A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- ☐ Amendments to the RFP.
- ☐ Details of the request for final revised proposals.

If you have any questions, contact: Lynn Niitani, 733-4054/ lynn.niitani@doh.hawaii.gov

Responses to Question Raised by Applicants
For HTH-560-CF-007
Parent Education and Support through Community Based Parenting Education Groups

1. Please provide clarification regarding Section 2-7 B Management Requirements; 1 Personnel: “All staff and volunteers shall attend five (5) trainings annually to stay abreast of current practices in working with parents and young children.”

Question: “Does the above include parent participants that voluntarily lead their group or does this apply only to organization staff and administrative volunteers?”

Response: Yes. All staff and volunteers shall be trained annually.

2. Please provide clarification regarding Section 2-7 B Management Requirements; 1 Personnel: d. A written request must be submitted and approved by the DOH MCHB prior to hiring anyone who does not conform to staffing requirements.

Question: “When is the written request need to be submitted to request hiring someone who does not conform to staffing requirements?”

Response: Approval must be obtained prior to hiring someone who does not meet staffing requirements. The request shall be accompanied by an explanation as to why an individual who meets the staffing requirements cannot be hired; the impact the staffing change will have on the program model; and agency’s plans to conform to the staffing requirement.

3. Please provide clarification regarding Section 2 C. Facilities & Section 3.3.2.E Facilities: Facilities shall be accessible and adequate relative to the proposed services.

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable, and the special equipment that may be required for the services.

Question: “If the participants in a group do not require special accommodations, do they need to take place in ADA accessible facilities?”

Response: This depends on the model proposed. The applicant shall provide a description of the facility’s adequacy in relation to the proposed services and how the facilities meet ADA requirements, as applicable.

4. Section 2.4 Scope of Work A. 1. Parent-Child Interactive Parenting Education Groups. Provide year-round, multi-week, parenting education and support, in a community-based group setting using an evidence-based (EB) or evidence-informed (EI) program model identified by the FRIENDS National Resource Center for the Community Based Child Abuse Prevention grant. Link given.

Question: “At the Orientation, we were told that if our model is not listed on the link, we can provide the research/documentation of our model. As the documentation of research is not under our control, can this be an attachment, not included in the 100 page count?”

Response: Any reference to the program model shall be included in the 100 page limit. The DOH intends to purchase year-round, multi-week, parenting education and support in a community-based group setting using an EB or EI program model identified by the FRIENDS National Resource Center for the Community Based Child Abuse Prevention grant. Any culturally based changes to an EB or EI program model must be described (i.e. we are using “_____ model” but have “translated the materials; adapted the course length; etc.”) In addition to the link provided in the RFP <http://friendsnrc.org/>, the California Evidence-based Clearinghouse for Child Welfare <http://www.cebc4cw.org/home/> also contains a list of EB or EI models that can be referenced, eliminating the need for the attachment of research/documentation.

5. Section 4 Tables A & B for 6 month and 12 month time periods.

Question: “Are the performance measure pages in Section 4 (Table As and Bs) included in the 100 page count?”

Response: Yes. These tables and explanations shall be included in the 100 page limit.

6. Section 3.5 requests us to attach the most recent financial audit report.

Question: What should a new 501(c)(3) submit in place of a financial audit report?

Response: In lieu of a financial audit report, the applicant must determine what else may be submitted in order for the State to determine the adequacy of the applicant’s accounting system. This attachment shall not be included in the 100 page limit.